

CODE ENFORCEMENT POLICY #3-10

November 7, 1991

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: VACANT BUILDINGS - CODE COMPLIANCE INSPECTIONS

CODE REFERENCE: Saint Paul Legislative Code 33.03(f)

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

Chapter 33 of the Legislative Code, Section 33.03(f), requires a \$2,000 deposit to be paid to the Department of Finance and Management Services, and further requires that a Certificate of Occupancy inspection be done on a building determined to be vacant, dangerous, or abandoned, before a permit may be issued by the Building Department with the exception of a demolition permit. Work must be completed and the Certificate of Occupancy issued within six months from the date of the Certificate of Occupancy inspection or the \$2,000 deposit is forfeited. One (1) three-month time extension beyond the initial six-month limitation may be considered by the building official upon request by the owner. If work is complete and a Certificate of Occupancy has been issued within six months, the \$2,000 deposit is returned to the owner with interest. Occupancy types "R-3" and "M" will be inspected for compliance by the Building Department.

Requests by owners of vacant properties to be rehabilitated under the new city ordinance requirements 33.03(f), will be handled in the following manner:

1. Supervisors will coordinate an inspection at the property with the owner, the area inspector, and an inspector from each trade.
2. Each trade inspector will write code requirements from the respective "mechanical, plumbing, electrical, and building codes on a team inspection checklist" and submit them to the area or property inspector who will compile them together with the housing and fire code requirements in a Letter #3 to the owner.

Code Enforcement Policy #3-10

Page Two

November 7, 1991

3. Codes for existing buildings are applicable where the occupancy has not changed. If a room is gutted, it must be reconstructed to current code standards.
4. The owner is responsible for taking the deficiency list to the Building Department Permit Section to get appropriate permits. The Building Inspectors will sign the permits when the work is complete. We will issue the Certificate of Occupancy upon receiving a letter from the Building Official verifying that all permit work has been completed. The property inspector who issued the original letter to the owner should make sure that all items on the deficiency list have been completed. The building cannot be re-occupied until all corrections are made.

If the building has been voluntarily vacated by the owner or tenant and is secured by normal means, but has not been listed by the Vacant Building Division, the owner must request a Certificate of Occupancy inspection prior to re-occupying the building. The area/occupancy inspector will do a complete Certificate of Occupancy inspection, and issue the Certificate after all corrections are made. The building cannot be re-occupied until all corrections are made.

cc: Gary Trudeau
Terry Iverson

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